

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1072

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RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE UNIVERSITIES AND COLLEGES
FROSTBURG STATE COLLEGE

ECONOMICS DEPARTMENT

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>General Correspondence</u> Subject arrangement of original incoming, copies of outgoing letters, memoranda, reports, meeting minutes, directives, studies, policies and other miscellaneous papers relative to this office.	Screen annually. Destroy material over three years old which has no further value. Materials which illustrate policy procedures and development of the department and college are to be transferred to the history file for permanent retention.
2.	<u>Budget Reports</u> These are budget reports received monthly from the Budget Office.	Retain final printout for three years, then destroy.
3.	<u>Student Records</u> These records include advisee folders, recommendations for students, class books and tests from students.	Retain in active file until student is no longer enrolled. Transfer to inactive file to be retained for four years, then destroy. Screen active file annually destroying all non-record material which is no longer useful.
4.	<u>Course Schedules and Syllabi</u> Lists of all courses offered by the department each semester and a outline or brief statement of the main points of text, lecture, and course of study for each course offered by the department.	Retain for three years then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

Director Of
Administrative
Services

11-20-86
Date

B. Bottelkott
Signature

Title

4/13/87
Date

Edward J. ...
State Archivist